CITIBANK Corporate Card Billing File Layout

Record Length = 256

DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES

COMPANY HEADER RECORD (TYPE 1)

DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES
RECORD TYPE ID	0001-0001	1	A/N	'1'= Company Header Record
AGENT	0002-0005	4	N	Agent Number assigned based on brand (Visa/MC) and other control features, such as special plastics groups
COMPANY ID	0006-0010	5	N	Company ID Number: If there is more than one Company ID number assigned to the Client, ie: Multiple Bill, then the Company ID number listed is for the specific Company or Subsidiary that receives this bill.
STATEMENT DATE (Processing Date)	0011-0018	8	N	(MMDDCCYY Format) This date will be the effective cycle date + 1. Effective cycle day is always Mon-Fri. If cycle date falls on Sat. or Sun., then it rolls back to Fri. File transmissions occur the next banking business day after effective cycle date.
COMPANY ACCOUNT #	0019-0034	16	N	Central Billing Account Number associated with the assigned Co. ID. If there is more than one Co. ID assigned for multiple bill payments, then there will be an equal number of company accounts
BILLING TYPE	0035-0035	1	A/N	"C"= Corporate.. or "I" = Individual.. .. Billed Program
CYCLE DAY	0036-0037	2	A/N	The cycle day is the two digit number of the cycle cut-off (e.g., cycle 18 has "18" in this field)
FILLER / INTERNAL USE	0038-0251	214	A/N	System Defaults, Internal Codes and Blanks
FREQUENCY INDICATOR	0252-0256	5	A/N	File Frequency = "CYCLE" or "WEEK"

ACCOUNT HEADER RECORD (TYPE 2)

DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES
RECORD TYPE CODE	0001-0001	1	A/N	'2'= Account Header Record
ACCOUNT #	0002-0017	16	N	Billing or Individual Account Number: There is a unique Account Number assigned to every account (Cardholder and Co. Level).
PAYMENT DUE DATE	0018-0025	8	N	(MMDDCCYY Format): The date the bill is due. Typically this date is 25 days after the Statement Generation Date.
SOCIAL SECURITY #	0026-0034	9	N	Account holder's Social Security Number
NAME LINE 1	0035-0059	25	A/N	If Account Type 'C', then Company Name (usually 4th line embossment on Card); If Account Type 'I', then Account holder's Name (First Name*Last Name Format)
ADDRESS LINE - 1	0060-0095	36	A/N	Account holder Mailing Address Line 1
ADDRESS LINE - 2	0096-0130	35	A/N	Account holder Mailing Address Line 2 (If available)
CITY	0131-0155	25	A/N	Account holder Mailing Address City
STATE	0156-0157	2	A	Account holder Mailing Address State
ZIP CODE	0158-0166	9	A/N	Account holder Mailing Address Zip Code
WORK PHONE	0167-0176	10	N	Account holder Work Telephone
AUTHORIZED USER	0177-0191	15	A/N	Can be used for company-specific needs
EXPANSION AREA	0192-0202	11	A/N	
TAX FLAG	0203-0203	1	A/N	Citibank Indicator: Usually "0"
CREDIT RATING	0204-0205	2	A/N	Blank-filled unless account privileges are suspended. Examples include are 'S1' for past due status, 'F1' Closed for Lost Card, 'T1' Closed for Employee Termination, 'V9' Closed at the Company's Request, or 'M9' Closed at Citibank's Request.
CUSTOMER DEFINED CODE	0206-0230	25	A/N	Customer defined fixed code (Authorized User Two Field). Clients often populate this field with G/L numbers, and the data is stored on the cardholder user profile.
NAME LINE 2	0231-0255	25	A/N	If Account Type 'C', then Company Representative associated with Corporate Account. If Account Type 'I', then Company Name (or 4th line of embossment on Card)
ACCOUNT TYPE	0256-0256	1	A	C = Company Account, 'I' = Individual Account, 'G' =Diversion' or Control Account, 'T'=Central Travel Service Account

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DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES
ACCOUNT TRANSACTION-DETAIL RECORD (TYPE 5)				
RECORD TYPE ID	0001-0001	1	A/N	'5'= Transaction Detail Record
ACCOUNT #	0002-0017	16	N	The account number associated with the purchase
POSTING DATE	0018-0025	8	N	Settlement/post date of transaction: (MMDDCCYY Format)
TRANSACTION DATE	0026-0033	8	N	Authorization date of transaction: (MMDDCCYY Format) The TRANSACTION and POSTING dates may be different.
MERCHANT DESCRIPTION	0034-0058	25	A/N	Merchant Name or identifier assigned by the Acquirer
SOURCE CURRENCY CODE	0059-0061	3	A	Country code of transaction original currency
BILLING CURRENCY CODE	0062-0064	3	A	Country code of transaction billing currency (always U.S.)
FOREIGN CURRENCY AMOUNT	0065-0077	13	N	Transaction Amount in foreign currency amount (S9(11)v99 Format)
REFERENCE NUMBER	0078-0100	23	A/N	A number assigned to the transaction by the Acquirer. It is not a unique number.
MCC/SIC CODE	0101-0104	4	A/N	Merchant Category Code is assigned by the Acquirer. MCCs classify suppliers into business types.
TRANSACTION AMOUNT	0105-0117	13	N	Transaction amount in U.S. currency (S9(11)v99 Format)
TRANSACTION CODE	0118-0119	2	N	An odd number denotes transaction credit. An Even number denotes transaction debit. (e.g., '31' = Payment '10' = Debit '11' or '65' = Credit).
MERCHANT CITY	0120-0145	26	A/N	City of transaction originating merchant
MERCHANT STATE	0146-0148	3	A	State of transaction originating merchant
MERCHANT ICA CODE	0149-0152	4	A/N	Merchant internal code. This code is a 4 digit identifier defined by the Acquirer.
MERCHANT COUNTRY	0153-0155	3	A	Country code of transaction originating merchant
INTERNAL USE/FILLER	0156-0173	18	A/N	System Defaults, Internal Codes and Blanks
TICKET NUMBER	0174-0186	13	A/N	Ticket Number if Airfare.
MERCHANT ZIP CODE	0187-0195	9	A/N	Merchant's zip code in Zip plus 4 format
SALES TAX	0196-0204	9	N	Sales Tax entered at the POS (Level II data capture). The capability requires Merchants to upgrade their POS terminals to Level II.
USER DATA	0205-0229	25	N	Company-defined information entered at the POS (Level II data capture). Some examples may be a Project or Expense Code. The capability requires Merchants to upgrade their POS terminals to Level II.
MEMO FLAG	0230-0230	1	A	Possible values: 'M' (memo) or blank (billed). Account holder transaction items are 'memo' items that post in real dollars to the Company Account Number. A blank indicates an item that is billed to the account ie; late fees, annual membership fees, etc.
MERCHANT IDENTIFIER (M/C) or CARD ACCEPTOR ID (VISA)	0231-0245	15	A/N	Identifies merchant or terminal number assigned by the Acquirer.
MERCHANT TYPE CODE	0246-0250	5	A/N	TBD
AUTHORIZATION CODE	0251-0256	6	A/N	Authorization code from the point of sale.

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DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES

ACCOUNT TRAILER RECORD (TYPE 7)

DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES
RECORD TYPE ID	0001-0001	1	A/N	'7'= Account Trailer Record
ACCOUNT #	0002-0017	16	N	Billing or Individual Account Number
TOTAL DEBITS	0018-0029	12	N	Sum of debits for the Account (S9(10)v99 Format). This field will populate at both the Company and Individual account level.
TOTAL CREDITS	0030-0041	12	N	Sum of credits for the Account (S9(10)v99 Format). This field will populate at both the Company and Individual account level.
TOTAL PAYMENTS	0042-0053	12	N	Total Payments made directly to Account (S9(10)v99 Format) Central Bill Accounts: This field will only populate for Company Account Numbers. This field will be blank at the individual account level.
CLOSING DATE	0054-0061	8	N	This is the billing cycle date, as opposed to the effective cycle date. Format is MMDDCCYY, where the "DD" is always equal to the cycle number.
PREVIOUS BALANCE	0062-0073	12	N	Previous Balance of the Account (S9(10)v99 Format) Central Bill Accounts: This field will only populate for Company Account Numbers. This field will be blank at the individual account level.
CURRENT BALANCE	0074-0085	12	N	Current Balance of the Account (S9(10)v99 Format) Central Bill Accounts: This field will only populate for Company Account Numbers. This field will be blank at the individual account level.
CREDIT LIMIT	0086-0100	15	N	Assigned Spending limit for the Account Number.
CURRENT PAYMENT DUE	0101-0115	15	N	Current Payment due for the Account (S9(13)v99 Format) Central Bill Accounts: This field will only populate for Company Account Numbers. This field will be blank at the individual account level.
NUMBER PAYMENTS PAST DUE	0116-0118	3	N	Number of Payment Cycles past due for this account
HIGHEST DEGREE DELINQUENCY	0119-0119	1	A/N	Greatest number of payment cycles past due for this account: Values = 'A' thru 'H'.
AMOUNT PAST DUE	0120-0134	15	N	Total amount past due for the account (S9(13)v99 Format) Central Bill Accounts: This field will only populate for Company Account Numbers. This field will be blank at the individual account level.
CHARGE-OFF AMOUNT	0135-0149	15	N	Amount in chargeoff for the Account Number in this period. (S9(13)v99 Format)
DISPUTED AMOUNT	0150-0164	15	N	Amount in dispute for the Account Number in this period. (S9(13)v99 Format)
NUMBER OF CARDS	0165-0167	3	N	# of cards associated with the Account Number.
ACCOUNT IN DISPUTE FLAG	0168-0168	1	A	Indicator if the Account Number is in dispute. Possible values are either 'Y' for Yes or 'N' for No.

DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES

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DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES

ACCOUNT TRAILER RECORD (TYPE 7) CONT.

DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES
TBR REPORTING LEVEL 1	0169-0173	5	A/N	Reporting Hierarchy Number assigned to the Account Number at Level 1
TBR REPORTING LEVEL 2	0174-0178	5	A/N	Reporting Hierarchy Number assigned to the Account Number at Level 2
TBR REPORTING LEVEL 3	0179-0183	5	A/N	Reporting Hierarchy Number assigned to the Account Number at Level 3
TBR REPORTING LEVEL 4	0184-0188	5	A/N	Reporting Hierarchy Number assigned to the Account Number at Level 4
TBR REPORTING LEVEL 5	0189-0193	5	A/N	Reporting Hierarchy Number assigned to the Account Number at Level 5
TBR REPORTING LEVEL 6	0194-0198	5	A/N	Reporting Hierarchy Number assigned to the Account Number at Level 6
TBR REPORTING LEVEL 7	0199-0203	5	A/N	Reporting Hierarchy Number assigned to the Account Number at Level 7
INTERNAL USE/FILLER	0204-0256	53	A/N	System Defaults, Internal Codes and Blanks

COMPANY TRAILER RECORD (TYPE 8)

DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES
RECORD TYPE ID	0001-0001	1	A/N	'8'= Company Trailer Record
AGENT	0002-0005	4	N	Agent Number assigned based on brand (Visa/MC) and other control features, such as special plastics groups
COMPANY ID	0006-0010	5	N	Company ID Number: If there is more than one Company ID number assigned to the Client, ie: Multiple Bill, then the Company ID number listed is for the specific Company or Subsidiary that receives this bill.
TOTAL ACCOUNTS FOR COMPANY	0011-0020	10	N	Total number of accounts associated with Company Account
TOTAL CREDIT LIMIT	0021-0035	15	N	Total credit limit for the Company Acct (S9(13)v99 Format)
TOTAL CURRENT PAYMENTS DUE	0036-0050	15	N	Current total amount due on Company Account (S9(13)v99 Format)
TOTAL # ACCOUNTS PAST DUE	0051-0054	4	N	Total number of accounts past due on Company Account. This number should either be 0 or the same as TOTAL ACCOUNTS FOR COMPANY field.
TOTAL AMOUNT PAST DUE	0055-0069	15	N	Total amount past due associated with Company Account
TOTAL CHARGE-OFF AMOUNT	0070-0084	15	N	Total chargeoff amount associated with Co. Account (S9(13)v99 Format)
TOTAL DISPUTED AMOUNT	0085-0099	15	N	Total dispute amount associated with Co. Account (S9(13)v99 Format)
TOTAL # CARDS OUTSTANDING	0100-0105	6	N	Total # of cards issued associated with Company Account
NAME LINE 1	0106-0130	25	A/N	Company Representative for Company Account
ADDRESS LINE 2	0131-0165	35	A/N	Company Account Mailing Address Line 2
INTERNAL USE/FILLER	0166-0207	42	A/N	User Acct 1, 2, 3 (Each is 14bytes in length)
USER DATA 3	0208-0211	4	A/N	Additional Company Level Data
CITY	0212-0236	25	A/N	Company Account Mailing Address City
STATE	0237-0238	2	A	Company Account Mailing Address State
ZIP CODE	0239-0247	9	A/N	Company Account Mailing Address Zip Code
PAYMENT DUE DATE	0248-0255	8	N	(MMDDCCYY Format): The date the bill is due. Typically this date is 25 days after the Statement Generation Date.
INTERNAL USE/FILLER	0256-0256	1	A/N	System Default, Internal Code or Blank

DATA ELEMENT	POSITION	LENGTH	TYPE	NOTES